




USAID
FROM THE AMERICAN PEOPLE

MALI

Memorandum

DATE: October 21, 2016

FROM: Robert Clink, A/Supervisory Executive Officer 

SUBJECT: Vacant Position: USAID/Mali Project Management Specialist (Supply Chain Advisor)

REFERENCE No.: HR-HEALTH-001-2016-PMS11

TO: All Malian Citizens and Local Residents at the time of application.

OPEN PERIOD: **October 21, 2016 to November 11, 2016**
(5:00 pm Bamako time)

GRADE LEVEL: **FSN PSC-11 (FCFA 15,858,340 to FCFA 24,580,432)**
(If an applicant does not meet all required qualifications for the position and is selected for the position, s/he may be hired at a lower grade than the position classification grade).

NUMBER OF POSITION: **One (1) Vacancy**

The U.S. Agency for International Development Mali is seeking one individual for the position of Project Management Specialist located in the Health Office.

BASIC FUNCTION:

The Project Management Specialist (Supply Chain Advisor) (PMS SCA) will serve as the USAID/Mali Office of Health expert to support the procurement, logistics and supply chain management of all USAID-financed health commodities including malaria, condoms, contraceptives, HIV test-kits, other HIV products and equipment, maternal and child health (MCH) including vaccines for the prevention of childhood illnesses and nutrition and water and sanitation (WASH) commodities and supplies. The SC advisor may also procure any commodities required for treatment or mitigation of emerging illnesses. The position is located on the health systems strengthening (HSS) cluster which is one of five technical clusters in USAID's Office of Health. The incumbent will play both an advisory and technical project management role. The SC advisor will be the USAID/Mali principal point of contact with multiple departments of Government of Mali (GOM), donors, implementing partners (IP) and the private sector on health commodity forecasting, quantification, procurement, distribution and stock control of a broad span of health products to be distributed by the Government and by pharmacies and medical stores across Mali. The points of contact for the SC Advisor within Mali's Ministry of Health (MOH) include the National Department of Pharmaceutical Management (DPM), the Central Medical Stores (Pharmacies Populaires du Mali) and the National Direction of Health (DNS). The position also entails advising USAID and the GOM on new supply chain management tools and a broad range of technical topics including antimicrobial resistance, drug quality assurance, pharmacovigilance, tracking health products down to the community level, new pharmaceutical products and new treatment protocols such as "test and start" for HIV/AIDS treatment, electronic warehouse (e-warehousing) control, staffing for the supply chain network, pharmaceutical market intelligence, key suppliers and world market and local pricing of commodities. The advisor will design, manage and evaluate new supply chain technical assistance programs providing expert advice and guidance on the local context. The incumbent will serve as the AOR/COR for the Strengthening Information and Pharmaceutical Systems II (SIAPS II) Project and other activities linked to the pharmaceutical sector. The SC Advisor will directly monitor progress on any SC related construction and supply chain electronic management information systems launched by the DPM and the Malian Central Medical Stores over the coming years.



MAJOR DUTIES AND RESPONSIBILITIES:

A. Office-Wide Health Commodity Supply Chain and Logistics Management (55%)

The incumbent will serve as the lead USAID focal point for all activities related to health commodity procurement, logistics management, and monitoring across all health program activities, including private and public contraceptive distribution networks, maternal and child commodities and HIV/AIDS products supplied by USAID. The PMS Advisor will provide technical guidance and coordination to Mission technical staff across five technical clusters (HIV/AIDS, Malaria, MCH/Nutrition/Water and Sanitation (WASH), emerging illnesses and health systems strengthening. This position is a crosscutting office function.

The incumbent will be the primary liaison with the Ministry of Health Central Medical Store and Pharmaceutical Management and Supply Chain staff. The PMS Advisor will also liaise with the NMCP, family planning, nutrition and HIV/AIDS MOH staff responsible for commodity procurement for their programs. The PMS Advisor will be responsible for informing the USAID health team about topics such as MOH procurement guidelines, major tenders, warehouse development and design, storage capacity, supply chain software introduction and other systems strengthening measures expected to be installed in the MOH over the next five years. An ongoing responsibility of the incumbent is staying abreast of all new MOH automated supply chain systems introduced and rolled out over the next five years. The PMS SC Advisor will also serve as the Office of Health expert on MOH treatment protocols and changes in the national drug formulary and pharmaceutical regulatory practices.

The PMS SC Advisor will monitor the full range of commodities procured by USAID including contraceptive distribution and malaria products such as bed-nets for malaria prevention at the community and beneficiary level. This will be done through site visits once per quarter and review with DPM staff of electronic and other records. The SC advisor is expected to identify and make commodity management decisions about ordering, reducing or canceling commodity shipments to avoid stock-outs and/or overstock. S/he will participate in the collection and analysis of data necessary for the preparation of contraceptive and other health commodity procurement tables to determine national health commodity needs. The SC Advisor will be fully conversant in USAID commodity procurement guidelines, mechanisms and procedures to ensure timely receipt of commodities and is expected to liaise closely with the GH team working on commodity procurement.

S/he will be the primary Mission contact with the GOM and other donors on health commodity logistics, and will participate in donor coordination efforts with the MOH and with other donors to ensure a constant, adequate supply of health commodities including contraceptives in Mali.

A key advisory responsibility of the position is to ensure that decision-makers in the Office of Health have access to the most up-to-date and accurate information on HIV/AIDS, family planning and MCH, vaccine and nutrition product procurement, logistics support and inventory control for USAID purchased products and equipment. The position also entails advising USAID and the GOM on new supply chain management tools and a broad range of technical topics including antimicrobial resistance, drug quality assurance, pharmacovigilance, tracking health products down to the community level, new pharmaceutical products and new treatment protocols that may be introduced such as "test and start" for HIV/AIDS treatment, electronic warehouse (e-warehousing) control, staffing for the supply chain network, pharmaceutical market intelligence, key suppliers and world market and local pricing of commodities. The SC advisor will also draft clear standard operating procedures for Office of Health Activity Managers (AORs) on rapid asset inventory techniques of projects to be carried out during periodic routine project monitoring site visits. The SC Advisor will liaise closely with IPs, the GOM procurement specialists that manage pharmaceutical and medical supplies at the central level and other donors' supply chain teams working on these issues. The SC advisor will stay abreast of new GOM executive orders or procurement decisions which are related to the procurement, tendering, pricing, distribution, storage/stock management, licensing and dispensing of HIV and FP pharmaceuticals and vaccines.

S/he will participate in bilateral meetings on health supply chain logistics management for information sharing with USAID partners.

The incumbent will exercise sound and informed judgment in determination of specifications and forecasts for all USAID health commodity procurement and contribute technical expertise to resolve complex health issues stemming from United States Government (USG) and host country regulations. The SC Advisor may be called upon to advise the USG interagency teams set up for certain programs such as PMI, PEPFAR and GHSA.

The incumbent will serve as the Mission backstop for all activities related to contraceptive procurement, logistics management, and monitoring as they relate to all health program activities, including private and public contraceptive distribution networks. Other health commodities may also be procured by USAID for supply through commercial retail channels and the advisor will support the design of these programs.

S/he will monitor all malaria, HIV/AIDS and MCH commodity and supply distribution including contraceptives, vaccine and other health commodity products at USAID supported health facilities, warehouses and at the community and beneficiary level through site visits. The incumbent will prepare monitoring and compliance reports which describe problems/issues identified by health workers, and supply chain managers at facilities and warehouses and make judgments about ordering/canceling or increasing health commodity shipments to avoid stock-outs and/or overstocking. The incumbent will advise USAID/Mali on the appropriate storage and disposal of expired pharmaceutical product.

S/he will participate in the collection and analysis of data necessary for the preparation of contraceptive, MCH and HIV/AIDS procurement tables to determine national ministry of health needs.

S/he will be the primary Mission contact with the GOM and other donors on various commodity coordination committees including contraceptive commodity logistics, and will participate in donor coordination efforts with the MOH and with other donors to ensure an uninterrupted supply of contraceptives, condoms, and HIV, malaria diagnostics and products in Mali.

The incumbent will support other donor supply chain work by participating as an expert presenter or lecturer in multi-donor logistics design assessments and facilitated trainings and workshops for HIV, TB and reproductive health essential drug commodity management.

B. Serve as the Cognizant Officer (AOR) on multiple agreements. Coordinate SOAG with GOM including initiation and drafting of SOAG amendments (30%)

The SC Advisor will serve as the main USAID representative to the MOH on government to government support, coordinating directly with mid- and high- level government officials. S/he will participate in the MOH's annual planning meetings involving supply chain and health commodities.

The incumbent will manage up to two direct agreements/activities with annual budgets of \$2.0 million with the GOM/MOH and a designated number of Malian nongovernmental organizations, including providing financial management and oversight, and by monitoring work-plan implementation/achievement of milestones and the second phase of SIAPS work in Mali. The Incumbent will negotiate with GOM and NGOs the timely resolution of performance issues and initiate and draft the complete range of procurement documentation for activity implementation, including acquisition requests and other required correspondence. This may involve drafting results-oriented concept papers, scopes of work, budgets, SC needs assessments, waivers, and justifications. The incumbent will serve as the AOR/COR for the SIAPS II/Mali field support agreement.

C. Local Solutions Advisor (15%)

The incumbent will serve as a technical resource on the USAID Forward element of Local Capacity Development and Fixed Obligation Grants (FOGs) and other Fixed Amount Awards (FAAs). S/he will coordinate aspects of LCD which are general and apply to the entire health portfolio, and will provide more targeted advice and guidance to individual technical staff designing, procuring, or managing activities with local partners.

The Incumbent will liaise with other Mission offices involved in LCD, including the Office of Financial Management, the Office of Acquisition and Assistance, and the Program Office, to ensure that Health Office LCD activities follow the latest Agency and Mission guidance.

The incumbent will work with local organization applicants and recipients to ensure that they are familiar with and in compliance with USAID regulations, and to build their organization capacity in project management, financial management, and other areas to ensure appropriate management of USAID funds and activities, and to resolve problems as they arise.



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MINIMUM QUALIFICATIONS: To be considered for this position, applicants must meet the minimum qualifications.

1. Malian citizens or local residents at the time of application;
2. Master's degree in health, population, pharmaceutical supply chain, health systems management or a pharmacist degree or medical degree plus formal management training is required;
3. At least 10 years work experience in health project management and pharmaceutical supply chain management. Prior work experience with and knowledge of USAID policy and regulations is desirable but not required/ Prior work experience on pharmaceutical supply chain systems and management is required. Knowledge of automated pharmaceutical logistics management information and tracking systems is desirable;
4. French and English fluency at Level IV is required;
5. Knowledge of the Mali public health context, including the structure and operations of the Ministry of Health is required. Knowledge of the Malian health commodity procurement and logistics systems is a requirement. A working knowledge of the commodity logistics systems for products related to malaria prevention and control programs, family planning and reproductive health programs is desirable. Knowledge of AID policies and programs as well as AID regulations is highly desirable.

Selection Factors: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the position title.

QUALIFICATIONS REQUIRED:

- a. **Education:** Master's degree in health, population, pharmaceutical supply chain, health systems management or a pharmacist degree or medical degree plus formal management training is required.
- b. **Prior Work Experience:** At least 10 years work experience in health project management and pharmaceutical supply chain management. Prior work experience with and knowledge of USAID policy and regulations is desirable but not required/ Prior work experience on pharmaceutical supply chain systems and management is required. Knowledge of automated pharmaceutical logistics management information and tracking systems is desirable.
- c. **Language Proficiency:** French and English fluency at Level IV is required
- d. **Job Knowledge:** Knowledge of the Mali public health context, including the structure and operations of the Ministry of Health is required. Knowledge of the Malian health commodity procurement and logistics systems is a requirement. A working knowledge of the commodity logistics systems for products related to malaria prevention and control programs, family planning and reproductive health programs is desirable. Knowledge of AID policies and programs as well as AID regulations is highly desirable.
- e. **Skills and Abilities:** The incumbent must be conversant in key technical areas of pharmaceutical management including pharmacovigilance, quality assurance methods including antimicrobial resistance. The ability to establish and maintain contacts across technical subject matter with individuals directly responsible for health supply chain include the National Department of Pharmaceutical Management (DPM), the Central Medical Stores (Pharmacies Populaires du Mali) and the National Direction of Health (DNS) is preferred. The SC Advisor will also liaise and maintain contact with the National High Commission Against HIV/AIDS (HCNLS), the MOH Sectoral Unit Against HIV/AIDS (CSLS), local NGOs, and the various USAID health partners is crucial. The ability to communicate well both orally and in writing in both French and English is necessary. Budgeting and project management skills including work with other health donors are desirable. Strong interpersonal and team skills are required of this crosscutting position. A high level of demonstrated organizational management skills is also a requirement for this position. The ability to track deadlines and meet various health office and MOH timelines is essential. Word processing and proficiency in the use of various spreadsheet software is necessary.

Maximum Evaluation Score 100 points



SELECTION PROCESS:

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

TO APPLY:

Interested candidates for this position must submit the following **required documents**:

1. A cover letter of **not more than two (2)** pages describing how the incumbent's skills and experience fit the requirements of subject position.
2. A resume or curriculum vitae relevant to the position description.
3. Copy of Diplômas, degrees, certificates, recommendation letters, etc.
4. Three (3) to five (5) professional references with complete contact information including email addresses and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.
5. Full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

Please note that all cv/resume and cover letter must be in English, otherwise application package is incomplete and will be rejected.

HOW THE SELECTION WILL BE MADE

The successful candidate will be selected based upon:

1. A preliminary review of the applicants submitted package to establish that minimum requirements are met.
2. Test will include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint, and any technical skills test that might be deemed appropriate may be required.
3. Interviews.
4. Reference checks.
5. Security investigations.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum requirements. The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and/or interviewed. Applicants will be contacted (Step 2) for testing and interviews. Based on the results of the tests, however, an applicant otherwise identified for interview could be removed from the interview list. Following the interviews (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct reference checks (Step 4&5) prior to advising the TEC of the results of these checks. References may be solicited from current as well as former supervisors in addition to the references you provide in your application package.

SUBMIT APPLICATION

Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov with the below reference number in the subject line.

Please indicate the Vacancy Reference Number in the subject line of your email: HR-HEALTH-001-2016-PMS-11. Emails received without the Vacancy Reference Number as indicated above will NOT be considered.

CLOSING DATE FOR THIS POSITION IS: November 11, 2016 at 5:00pm



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The US Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.